

Office of Child Welfare Programs**Information Memorandum
Transmittal**

Maurita Johnson, Deputy Director of Child
Welfare Programs

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Number: CW-IM-14-004

Issue date: 2/15/14

Topic: Other

Subject: Child Welfare clients access to Employment Related Day Care

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Child Welfare |
| | caseworkers and supervisors |

Message:

Discussion/interpretation:

Effective January 1, 2014, caretakers who are currently involved with Child Welfare, and employed, may be exempt from the ERDC Reservation list.

The Child Welfare CPS worker or ongoing caseworker will determine if there is a child care need when developing an ongoing safety plan. When appropriate a referral will be made using Employment Related Day Care (ERDC) Reservation List, Child Welfare Exception Referral ([DHS 0861](#)) form.

Implementation instructions:

Child Welfare will determine if the caretaker and child situation meet the referral criteria. When the ERDC reservation list is activated the referral from Child Welfare can exempt the caretaker from being added to the reservation and allow the DHS eligibility worker to review for ERDC eligibility.

Situations that would meet the referral criteria include when as part of an ongoing safety plan, child care will:

- Prevent the child from being removed from their home; or
- Allow the child to be returned home; or
- Allow for placement of the child with a relative or with an adult who the child or family of the child has an established relationship.

When Child Welfare has determined a referral is appropriate due to a child care need as part of an ongoing safety plan, the Child Welfare worker will:

- Complete the [DHS 0861](#) referral form and give a copy to the parent;
- Scan and send a copy of the [DHS 0861](#) to Childcare.policy@dhsola.state.or.us for tracking purposes.

The caretaker will be instructed to attach the [DHS 0861](#) referral to their application and submit both to their local Self Sufficiency office to apply for the ERDC benefits.

The DHS Eligibility worker who receives the ERDC application and [DHS 0861](#) will determine if the family is eligible for the ERDC subsidy. If it is determined the family is not eligible for ERDC, mail a denial notice and add the caretaker to the ERDC reservation list.

Note: All ERDC eligibility requirements still apply; a referral is not a guarantee of eligibility.

If you have any questions about this information, contact:

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